

# New York State September 2007 - February 2008 Community Seminar Series

**Learn with us ....**  
**The New York State Department of State Division of Coastal Resources is pleased to offer a seminar series that provides significant information, resources and tools to make communities, both human and natural, better places.**

Partnering with the Center for Community Design Research at the SUNY College of Environmental Science and Forestry, the **New York State Department of State Division of Coastal Resources** offers seminars that provide direction and professional assistance for community leaders and others to successfully plan, design and implement projects funded through the New York State Environmental Protection Fund Local Waterfront Revitalization Program (EPF LWRP) and the Brownfield Opportunity Areas (BOA) Program. The Division collaborated with the New York State Department of Environmental Conservation (NYS DEC) Division of Environmental Remediation in the development of BOA

seminars. The seminars guide participants through EPF LWRP and BOA Program contract activities and requirements, while helping to build skills and knowledge around topic areas such as local planning and its importance, organization of steering committees, vision planning, hiring and managing consultants, contract administration and project management.

**When and Where ....** This brochure features the first in a series of seminar offerings: **September 2007 through February 2008**. Many seminars within this series are offered at multiple locations across the state. Each seminar consists of one or more half-day sessions. Sessions include formal presentations, case studies, and participatory activities to help build an understanding of issues, process and outcomes associated with specific EPF LWRP and BOA Program contract work plan activities and products.

**Who should attend ....** Local government officials and their representatives, civic and business leaders, community consultants, advisory committee members and nonprofit organization leaders are all encouraged to attend one or more seminar sessions as applicable to the LWRP and BOA Program process.

**Registration and Fees ....** 2004, 2005 and 2006 EPF LWRP grant recipient municipalities should refer to their contract for specific information on assigned seminars and number of individuals per seminar session required to attend. There are no registration fees for BOA grant recipients. When seating space allows, seminars are open at \$125 per person per session. Additional information on open sessions can be found at [www.esf.edu/outreach/nyseminars](http://www.esf.edu/outreach/nyseminars).

**For seminar updates and information ...**  
 Please visit [www.esf.edu/outreach/nyseminars](http://www.esf.edu/outreach/nyseminars)  
 or call 315.470.6817.



New York State Community Seminar Series  
 NYS Department of State  
 Division of Coastal Resources  
 41 State Street  
 Albany, New York 12231

## NYS Department of State Division of Coastal Resources New York State Community Seminar Series



Eliot Spitzer, Governor  
 Lorraine Cortés-Vázquez, Secretary of State, NYS DOS

[www.nyswaterfronts.com](http://www.nyswaterfronts.com)



# NYS Community Seminar CALENDAR September 2007 - February 2008

SEMINARS Offered	DATES	LOCATIONS *	TIMES**	AUDIENCE ***
<b>ORGANIZATION for LEADERSHIP</b>	September 26, 2007 October 3, 2007 October 10, 2007	Rochester Albany Yonkers	AM AM AM	BOA & LWRP LWRP & BOA BOA & LWRP
<b>LWRP GRANT ADMINISTRATION</b>	October 2, 2007	Albany	PM	LWRP
<b>OVERVIEW of the LWRP PROCESS</b>	October 3, 2007	Albany	PM	LWRP
<b>BOA GETTING STARTED</b>	September 26, 2007 October 10, 2007 February 13, 2008 February 20, 2008	Rochester Yonkers Syracuse Manhattan	PM PM PM PM	BOA BOA BOA BOA
<b>ROLE of CONSULTANTS Sessions A &amp; B</b>	October 24, 2007	Albany	AM & PM	LWRP & BOA
<b>INVENTORY &amp; ANALYSIS Sessions A &amp; B</b>	November 7, 2007 November 14, 2007	Rochester Yonkers	AM & PM AM & PM	LWRP & BOA LWRP & BOA
<b>DEVELOPING a COMMUNITY VISION Sessions A &amp; B</b>	January 10, 2008	Albany	AM & PM	LWRP
<b>NYS ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)</b>	January 11, 2008 January 16, 2008 January 23, 2008	Albany Rochester Yonkers	AM AM AM	LWRP BOA & LWRP BOA & LWRP
<b>ECONOMIC &amp; MARKET TRENDS ANALYSIS</b>	January 16, 2008 January 23, 2008	Rochester Yonkers	PM PM	BOA & LWRP BOA & LWRP
<b>USING the ADOPTED LWRP Sessions A &amp; B</b>	February 6, 2008	Albany	AM & PM	LWRP
<b>INTRODUCTION to BROWNFIELDS</b>	February 13, 2008 February 20, 2008	Syracuse Manhattan	AM AM	BOA BOA

\* **LOCATIONS:** Please visit [www.esf.edu/outreach/nyseminars](http://www.esf.edu/outreach/nyseminars) for seminar venue sites and directions.

\*\* **TIMES:** AM: 9:00 am - 12:30 pm PM: 1:00 pm - 4:30 pm

\*\*\* **AUDIENCE:** **LWRP:** Current EPF LWRP grant award municipalities are required to send participants to one or more of the seminars. Please refer to the executed contract for required seminars.

**BOA:** BOA grant recipients are requested to send up to three participants to each seminar. BOA grant recipients should contact their NYS Department of State BOA project manager to discuss seminar attendance requirements.

**REGISTRATION:** Register at [www.esf.edu/outreach/nyseminars](http://www.esf.edu/outreach/nyseminars)

❖ **EPF LWRP:** LWRP municipalities assigned to attend seminar sessions through current EPF LWRP executed contracts **must register** for sessions on-line or download a registration form for mail-back or fax. Please check contracts for assigned seminar sessions and number of persons required to attend. Not all assigned seminar sessions may be offered at this time. Additional LWRP seminars will be offered later in 2008.

❖ **BOA:** BOA grant participants are requested to register for seminar sessions on-line or download a registration form for mail-back or fax. Additional BOA related seminars will be offered later in 2008. There are no registration fees for BOA grant recipients.

❖ **OTHERS:** When seating space allows, seminars are open for **non** - EPF LWRP and BOA current grant communities and others interested in attending sessions. \$125 per person per session will be charged. For additional information on fees and open sessions please visit [www.esf.edu/outreach/nyseminars](http://www.esf.edu/outreach/nyseminars) or call 315.470.6817.

## Seminar attendance has its benefits .....

- ❖ Attendees receive work-books and materials providing context for each seminar.
- ❖ As each community moves through the seminar series they build a library to share with community members.
- ❖ Community consultants are encouraged to attend and learn what their community clients expect.

# SEMINAR DESCRIPTIONS September 2007 - February 2008

## Organization for Leadership

Strong leadership and support is critical to the success of any LWRP or BOA project. Learn how to establish the foundation for effective leadership.

Key Benefits:

- Assess project leadership needs.
- Identify key stakeholders.
- Learn the roles and responsibilities of the steering committee.
- Develop steering committee selection criteria and establish committee working procedures.
- Develop communication and outreach strategies.
- Develop long and short-term action agendas.

## LWRP Grant Administration

Effective grant administration ensures overall project success. Financial officers and project managers attending this seminar will learn the nuts and bolts of the EPF LWRP grant contract.

Key Benefits:

- Develop realistic schedules for approvals and reimbursements.
- Understand the duties and reporting mile-stones in the EPF LWRP contract.
- Learn the specifics of contract administration including record-keeping, project documentation and reporting.

## Overview of the LWRP Process

Success happens when you understand the intent of a LWRP and how to prepare one. All members of the LWRP team will benefit from attending this important seminar.

Key Benefits:

- Understand the LWRP development process.
- Know each step that is required to complete all sections of the LWRP.
- Understand the LWRP's approval by the Secretary of State.
- Develop meaningful revitalization that balances protection of natural resources with your community's needs.

## BOA Getting Started

As each community begins the BOA process, it is important to review the purpose and ultimate potential of the program. Learn how the program can guide a meaningful revitalization effort.

Key Benefits:

- Participate in a review of the planning framework and operational tasks associated with the BOA process.
- Understand the process and value of

conducting a comprehensive inventory and analysis.

- Learn how to develop a public participation process that will keep your community informed and involved.

## Role of Consultants

Narrow the tremendous range of professional expertise, pick the right consultant, and form effective working relationships. This seminar is designed for project managers and steering committee members.

Key Benefits:

- Learn to identify the type of assistance you need.
- Understand how to select the right consultant.
- Consider how effective working relationships with a consultant contributes to ultimate project implementation.
- Learn about procurement and consultant contracting requirements.

## Inventory & Analysis

A well prepared inventory and analysis is the foundation for local policies, new laws and implementation projects. This seminar presents the important steps of an inventory and analysis.

Key Benefits:

- Understand how inventory and analysis can refine and confirm your community's vision and action strategy.
- Study critical steps for the preparation of the inventory and analysis.
- Learn the process and methods, and which documents are needed to complete Inventory and Analysis section of the LWRP and BOA plan.

## Developing a Community Vision

Vision plans guide the planning process and integrate early initiatives. Project managers and steering committee members will learn how a Vision Plan can frame a community's future.

Key Benefits:

- Understand the purpose of a Vision Plan.
- Learn the various approaches and parts of the Vision Plan.
- Understand the relationship between your Vision Plan and LWRP.
- Identify strategies for public dialogues and build support for moving forward.

## New York State Environmental Quality Review Act (SEQRA)

SEQRA plays a key role in the planning and approval process. This seminar provides the foundation to understand SEQRA and its requirements.

Key Benefits:

- Discover how SEQRA is integrated into the LWRP or BOA plan preparation.
- Learn how to use SEQRA to evaluate potential environmental impacts resulting from planning initiatives and projects.
- Understand the steps required to complete the SEQRA review process.

## Economic & Market Trends Analysis

Successful communities know how to stimulate their local economy and foster growth. Learn how charting the future of your community pays off.

Key Benefits:

- Learn about the different types of economic and market studies.
- Understand what to study and which types of consultants would successfully perform an economic analysis.
- See how to integrate market analysis findings into an LWRP or BOA plan to move a project forward.

## Using the Adopted LWRP

A community's vision can blossom into a reality through its adopted LWRP. This seminar will show community leaders and project managers what happens next.

Key Benefits:

- Learn how to strategically implement the adopted LWRP.
- See how to organize for implementation.
- Understand and develop funding strategies for priority projects.
- Learn how to keep the citizens in your community involved in revitalization efforts.
- Know when and how to revisit your LWRP.

## Introduction to Brownfields

A working knowledge of brownfields is essential to BOA planning and community revitalization. This session provides an overview of the many factors associated with brownfield redevelopment.

Key Benefits:

- Learn about environmental, planning, real estate, legal, and policy issues surrounding brownfield redevelopment.
- Understand brownfields from a historical perspective, including the evolution of brownfield cleanup programs.
- Learn about strategies to make brownfield redevelopment a success.

Expanded seminar descriptions and future seminar offerings can be found at:

[www.esf.edu/outreach/nyseminars](http://www.esf.edu/outreach/nyseminars)